



Community Development Department
9291 Old Redwood Highway
P.O. Box 100
Windsor, CA 95492-0100
Planning: (707) 838-1021 / Fax: (707) 838-7349
Website: townofwindsor.com

CONCEPT REVIEW APPLICATION

Project Name:			File Number:		
Project Address/Cross Streets:			Assessor Parcel Number(s):		
APPLICANT INFORMATION					
Applicant/Authorized Agent:		Phone No:	Fax No:	E-mail Address:	
Applicant/Authorized Agent Address:		City:		State/Zip:	
PROPERTY OWNER INFORMATION					
Property Owner if Other Than Applicant/Agent:		Phone No:	Fax No:	E-mail Address:	
Property Owner Address if Other Than Applicant:		City:		State/Zip:	
SUBMITTAL REQUIREMENTS					
	Written Project Description				
	Existing Conditions Map				
	Concept Site Plan				
	Concept Elevations				
	Completed Application Form				
	Application Fee				
	Contract with Sign Company (for Notice of Intent to Develop Sign)				
APPLICANT ACKNOWLEDGEMENT					
I, the undersigned, hereby state that I am the owner of record of the affected property or a duly authorized agent of the property owner(s) (signed letter(s) of authorization enclosed with application packet) and have the authority to process this application. All interested and affected owners, lenders, etc. have been notified of the filing of this application. To the best of my knowledge all information submitted as part of this application is true and accurate.					
Applicant Name (Print):		Applicant Signature:		Date:	
PAYMENT AND APPLICATION INFORMATION					
Total Fees:	\$	Amount Paid:		\$	
Application Received (Date):		Application Accepted By:		Date Paid:	
TO BE COMPLETED BY STAFF					
General Plan Designation:		Zoning District:		Specific Plan/General Plan Special Area:	
Airport Zone:		Flood (FIRM Designation):		Creek On-Site/Adjacent:	
Protected Trees:					
Notes:					

Submittal Document Contents

Written Project Description	
	Assessor's parcel number(s)
	Property address
	Detailed description of the project
Existing Conditions Map (include the following information as applicable to the site)	
	Natural constraints (creeks, trees, natural drainage areas, seismic hazards, etc.)
	Built constraints (existing structures, utilities, railroad, etc.)
	Location of easements with dimensions
	Location of 100 year floodplain and floodway (if applicable)
	Surrounding properties and constraints associated with the project within 300 feet of the project boundaries
	North Arrow and Scale
Site Plan	
Drawn by licensed professional or applicant depending on the nature of the project, to be determined by Planning staff.	
	Site layout with project boundary
	Topography
	Location of buildings/structures (show conceptual footprints)
	Location of easements with dimensions
	Location of all proposed uses
	Protected trees with tree protection zones
	North Arrow and Scale
	<u>Project Summary</u> <ul style="list-style-type: none"> ▪ Residential Project : type and number of units, square footage of unit types ▪ Commercial Project: number of tenant spaces, square footage of each tenant space, total project sf ▪ Mixed Use Project: all of the above as applicable to the project



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Indemnification Agreement

As part of this application, the applicant agrees to defend, indemnify, and hold harmless the Town of Windsor, its agents, officers, council members, employees, boards, commissions and Council from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul any approval of the application or related decision, or the adoption of any environmental documents or negative declaration which relates to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the Town, its agents, officers, council members, employees, boards, commissions and Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The Town of Windsor shall have the right to appear and defend its interests in any action through its Town Attorney or outside counsel. The applicant shall not be required to reimburse the Town for attorney's fees incurred by Town Attorney or the Town's outside counsel if the Town chooses to appear and defend itself in the litigation.

I have read and agree with all of the above.

Applicant Name (Print):

Applicant Signature:

Date:



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On-Site Sign Notice of Intent to Develop Sign

Project Name:		File No.:	
Project Address:		Project Assessor Parcel Number:	
Notice of Public Hearing Required	Notification of Public Hearings is a legally mandated process to ensure that the public is made aware, in advance, that a proposed project will be considered by a decision-making body in a public forum. As one means of giving notice, a sign must be installed on the site of the proposed project in advance of the public hearing.		
Notice Content	The sign must describe the proposed project and give the date, time and location of the public hearing. Planning staff provides the content for the required onsite "Notice of Intent to Develop" sign.		
When Required	A public hearing must be held when a proposed action involves rezoning, prezoning, General Plan Amendment, subdivision, some use permits or other proposed actions, which provide for public comment.		
Timing of Posting	At a minimum, signs are required to be posted at least 10 days prior to public meetings or hearings. Earlier sign installation may be required to meet special noticing requirements.		
More than one public hearing	If a proposed action requires more than one public hearing, the sign text must be updated at least 10 days prior to subsequent public hearings.		
Sign Contract Required	The applicant will provide the Planner with a copy of the sign contract for the design, installation, and removal of the onsite sign by a sign company. Planning staff will contact the sign company to provide the required information for the onsite sign.		
Sign Removal Required	The sign is required to be removed from the site within 15 days of final action being taken on the project. The removal of the sign is the responsibility of the project applicant and should be included as part of the required sign contract.		
Sign Specifications			
Sign Size: 6,000 to 20,000sf parcel	12 square feet		
Sign Size: 20,000 to 1 acre parcel	24 square feet		
Sign Size: +1 acre parcel	32 square feet		
Height	Not to exceed 6 ft in total height		
Lighting	Shall not be lighted		
Location: Commercial / Industrial	Not less than 1 foot inside the property line In most visible area Not within the vision triangle required by Zoning Ordinance section 27.20.050E(1)(2) and Figure 3-2		
Location: Residential	Not less than 5 feet inside the property line In most visible area Not within the vision triangle		
Multiple street frontages	One sign for each street frontage		
Removal	Within 15 days of final action taken on the project.		
Verification of Posting	On or before the required date of installation, the applicant or the applicant's representative shall submit to the Planning Division an affidavit confirming installation of the onsite sign.		
Installation	Minimum of 18" in the ground, set in sand		
Design Standards			
Area of copy shall comply with the design standards below.			
Board Materials	Painted plywood, sentra, porcelain, medium density overlay (MDO)		
Color: Background	Seamist green (Dupont #B8046/aka General Motors 95 Chevy #46/7156)		
Color: Copy	White lettering		
Font Size:	Title: 3.25" Other: 2.75"		
Logo	Official Town of Windsor seal and logo		
Type Style	Univers Condensed		

Example On-Site Notice of Intent to Develop Sign

